

City of Concord

Planning Board

City Hall • 41 Green Street • Concord, NH 03301 • Tel: (603-225-8515) • Fax: (603-228-2701)

December 9, 2009

The City of Concord Planning Board meeting schedule and application submittal dates for 2010 are attached for your review. The application deadlines apply for all major and minor subdivisions, as well as major site plan review, architectural design review, and conditional use permits. The application deadlines are firm, and the submittal of late or incomplete applications will result in at least a month's delay.

Please be advised that procedures have been established for determination of completeness by the Planning Board for major site plans and major subdivisions with public hearings held 30 days thereafter. Minor subdivisions and conditional use permits may have a hearing date the same evening as they are determined to be complete. A complete application includes all appropriate information called for in the City's Subdivision Regulations, Site Plan Review Regulations, and Zoning Ordinances. Checklists are available for subdivisions and site plan review to assist in the preparation of a complete application. In addition, please provide an 8 ½" x 11" reduction of the site plan and/or subdivision plan with the application. Planning Division staff members are available to provide guidance to applicants and design professionals in preparing a complete application.

Please be advised that all major site plan applications, as well as other applications as specified in the Zoning Ordinance, are referred to the Architectural Design Review Committee (ADRC) for comment and recommendation prior to consideration by the Planning Board. The ADRC meeting schedule for 2010 is also enclosed. Minor site plans are subject to review and approval by a Technical Review Committee (TRC). A schedule for the TRC is also included in this package.

Also, for all subdivisions which receive a conditional approval from the Planning Board, the Planning Division requests that three copies of a final check print be submitted for review prior to the submittal of a mylar for signature and recording. Please note that if the recording of a subdivision plat is desired in order to facilitate a closing, the recording must be scheduled with the Planning Division at least one week in advance of a proposed closing date. No recording date will be scheduled prior to receipt of a mylar in final form, nor will any recording be scheduled until all conditions of approval are completed to the satisfaction of the Clerk of the Planning Board. The applicant is responsible for both the payment of the State LCHIP fee and all recording fees. Separate checks (one for the LCHIP fee and one for recording fees) made out to the Merrimack County Registry of Deeds (MCRD) must accompany each plat and legal document submitted for recording.

If you have questions, please feel free to contact the Planning Division at 225-8515.

Very truly yours,

Douglas G. Woodward
Clerk

CITY OF CONCORD, NH
PLANNING BOARD

SCHEDULE 2010

The dates apply to ALL applications for Subdivision, Site Plan Review, and Conditional Use Permits.

The Planning Board meets in City Council Chambers, 37 Green Street, Concord, NH, beginning at 7:00 p.m.

<u>MEETING DATE</u>	<u>DUE DATE</u>	<u>PLANS WILL BE ACCEPTED BY 12:00 NOON.</u>
January 20, 2010	Friday	December 18, 2009
February 17, 2010	Friday	January 22, 2010
March 17, 2010	Friday	February 19, 2010
April 21, 2010	Friday	March 19, 2010
May 19, 2010	Friday	April 23, 2010
June 16, 2010	Friday	May 21, 2010
July 21, 2010	Friday	June 18, 2010
August 18, 2010	Friday	July 23, 2010
September 15, 2010	Friday	August 20, 2010
October 20, 2010	Friday	September 17, 2010
November 17, 2010	Friday	October 22, 2010
December 15, 2010	Friday	November 19, 2010
January 19, 2011	Friday	December 17, 2010